



Office Communicator: Install & Configure Office Communicator **New**

Office Communicator enables you to instantly communicate with your colleagues using text chat. The instant messaging software, Microsoft Office Communicator, allows you to select your contacts and to check whether they may be available to communicate with. Office Communicator also supports file transfer¹, audio and video conferences.

Office Communicator is a great solution for:

- all school based staff;
- school technical staff;
- DEECD corporate staff.

This guide aims to assist you to configure your Communicator software to enable you to begin communicating with you colleagues.

System Requirements

Before you begin you are going to need to have the following minimum requirements:

- Windows 2000/XP/Vista
- Microsoft Office Communicator

¹ DEECD cannot guarantee the use of file sharing as this feature is dependent on location and client software used.

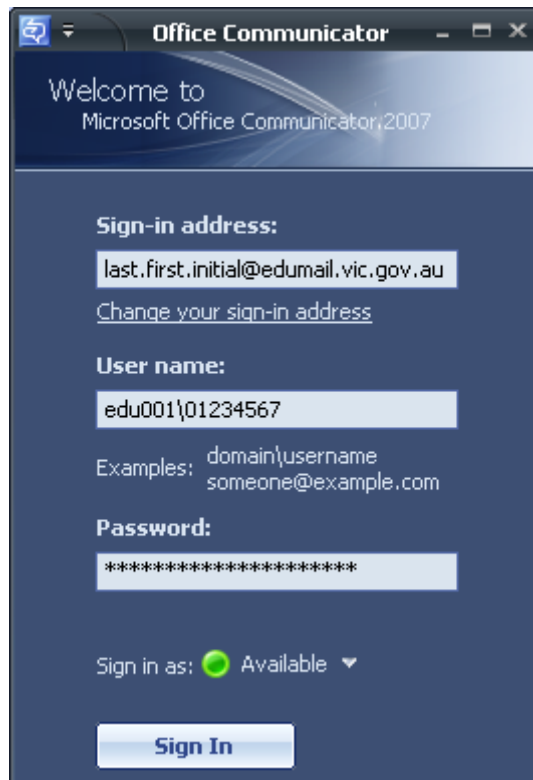
Configuration

The following steps install and configure **Microsoft Office Communicator** and need only be performed once.

1. Download and install **Communicator.msi** from <https://www.eduweb.vic.gov.au/software/Microsoft/Communicator/>
2. Start **Microsoft Office Communicator** from the start menu
3. In the **Sign in name** enter your **EduMail email address**

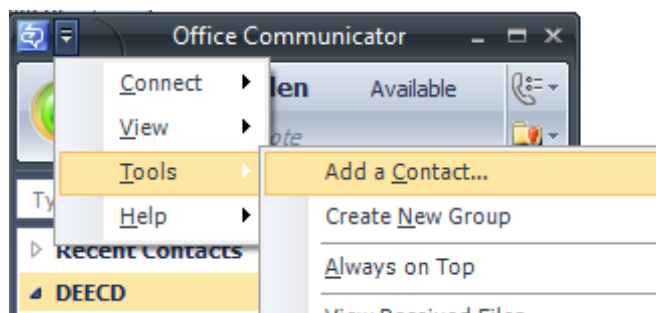


4. Select **Sign in**
5. Enter your sign in details as illustrated below. Your **Sign-in** name is your email address, **User name** is in the format edu001\<pin number> then select **Sign In**.

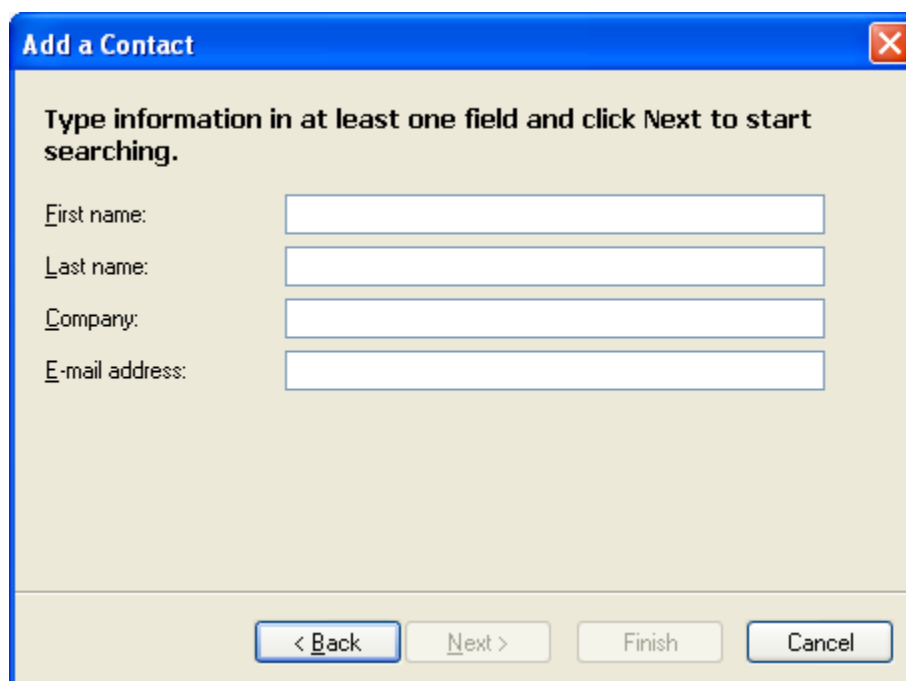


You are now ready to add a contact

6. Select the drop down arrow in the top left hand corner of your communicator client then select **Tools** and then **Add a contact**



7. Select **Search for a contact** followed by **Next**
8. The following screen will be displayed



9. Enter appropriate details for the person you are wanting to add to your contacts click on **Next**
10. Select the person you want add to your contact list and click **Next**
11. Select **finish** to complete the process.

Before you can send the person a message the recipient must approve of you adding them to your contact list. Once this has been complete you are ready to begin collaborating with your colleague.

You are now ready to use Office Communicator

Support

If you are an authorised EduMail user and require assistance, please contact the DEECD Service Desk via the [Service Gateway](#) or by calling 1800 641 943.